

DISCOUNT VALIDATION PROCESS CONDUCTED ON BPA VENDORS!

The Simplified Acquisition Programs Branch is responsible for verifying that BPA vendors are giving the NIH the discount rate(s) that were negotiated on their BPA. The process of verifying that the NIH is receiving the agreed upon negotiated discount(s) from each BPA vendor is called "Discount Validation."

The Discount Validation Process is conducted to determine overcharges for both services and supplies by vendors who are not applying the negotiated NIH discount rates on orders placed against their BPAs. BPA vendors found to be in non-compliance, and who have overcharged the NIH, are accountable for specific overcharges and are held responsible for reimbursement of identified overcharges to the NIH.

Information is obtained by gathering information as entered by the Ordering Officials from the **LPRICE:** and **UPRICE:** fields of the ADB, and comparing the end result with the negotiated discount on the BPA.

WE NEED YOUR HELP!

THE FOLLOWING PROCEDURE(S) ARE IMPERATIVE TO THE SUCCESS OF THE DISCOUNT VALIDATION PROCESS.

When placing an order, Ordering Officials **MUST** insure that they are receiving the appropriate **List Price (LPRICE)** and **Unit Price (UPRICE)** which is the **discount price** as agreed upon within the BPA, **and indicate each specific price as required on the DELPRO computer generated order in the LPRICE: and UPRICE: fields.** If no discount is offered, the Ordering Officials **MUST** indicate the **RMKS:** field, **"No Discount Offered."**

IT IS IMPERATIVE THAT ORDERING OFFICIALS COMPLETE BOTH THE LPRICE: FIELD (*PRICE CHARGED TO COMMERCIAL CUSTOMERS/GENERAL PUBLIC PRIOR TO ANY DISCOUNTS*) AND UPRICE: FIELD (*THE NET PRICE PAID BY NIH AFTER DISCOUNTS HAVE BEEN TAKEN*) CORRECTLY.

BPAs = GREAT DISCOUNTS = USE YOUR PURCHASE CARD!

Provided by Cole Stathes

The Simplified Acquisition Programs Branch (SAPB) has established over 800 Blanket Purchase Agreements (BPAs) for use by the NIH community. These accounts cover a wide variety of supplies and services - everything

from IT software to office items to scientific equipment to antibody analysis! Entire new commodities, such as temporary help and travel services, have recently been added to the BPA program; and other fields are under consideration.

The great majority of these BPAs have a terrific feature - **their discounts**. SAPB does not want the NIH researchers and support staff to pay list price for anything. So the SAPB members work diligently to obtain as many discounts as possible from our vendors. These special prices may be tied in with Federal Supply Schedule discounts, or they may be negotiated directly with vendors especially for NIH. We also know that many laboratories and offices are only able to order limited quantities of supplies at a time. Therefore, whenever possible, SAPB aims to secure discounted prices even for very small purchases.

An extremely important aspect of BPA Discounts is their applicability to purchase card holders. When a BPA vendor offers discounts to NIH, these discounts are to be honored whether the NIH buyer uses a purchase card, a record of call, or a purchase order.

Thus, an NIH purchaser should identify him/herself as making the purchase on behalf of NIH, and then should receive the same prices, discounts, and shipping and delivery terms regardless of the purchase mechanism chosen. If at anytime you feel you are not receiving the correct discount, please notify the BPA Branch at 301-496-5212.

SAPB, therefore, strongly encourages purchase card holders, and all other NIH buyers, to consider the BPA vendors for their office and laboratory needs. These are vendors typically extending better prices and value to go along with the convenience of the simplified ordering methods.

So purchasers, wake up and smell the discounts! Enjoy the best of both worlds - the ease of the Purchase Cards and the economy offered by the BPA vendors. The list of BPA vendors can be quickly found on our website at:

<http://www.nih.gov/od/olao/oa/>

(Click on Simplified Acquisitions)

USE THAT PURCHASE CARD

HAPPY BPA PURCHASING

